

CHANGE OF NAME FORM

used to change your name to a new legal name
or to change your first name to one that better
matches your gender identity

Legal name change to appear on all college records

Please bring this form and documentation of legal name change to the registrar's office. Documentation can include social security card, passport, VISA, marriage license, court documentation and driver's license. A photocopy of the original document will be placed in your file located in the registrar's office. Your new legal name will be shared with appropriate campus offices and will be used on email/user name accounts.

CURRENT LEGAL FIRST NAME

NEW LEGAL FIRST NAME

CURRENT LEGAL MIDDLE NAME

NEW LEGAL MIDDLE NAME

CURRENT LEGAL LAST NAME

NEW LEGAL LAST NAME

Signature _____

Date _____

Change of legal name to self-identified name

Self-Identified first names are for internal Colby-Sawyer purposes only; names will appear on college records except for those required by law to use your legal name. For more information, please go to the Trans at CSC website or contact the LGBTQ Liaison (Professor Kathleen Farrell, kfarrell@colby-sawyer.edu)

Please provide an explanation as to why you want your name changed. This form is protected by FERPA rights and will not be shared without your consent. Reason for name change: _____

Note: if you are changing your name due to your gender identity, check here if you would like the LGBTQ Liaison to reach out to you to assist you in the multiple steps on campus to ensure your name and gender marker are consistent with your identity

CURRENT LEGAL FIRST NAME

CURRENT LEGAL MIDDLE NAME

CURRENT LEGAL LAST NAME

NEW SELF-IDENTIFIED FIRST NAME

Self-Identified Email Address/Username

Please check one option, below:

- I would like a gender neutral email address and username (i.e. jdoe@my.colby-sawyer.edu)
- I would like my email address and username to match my self-identified first name

The pronoun that you choose to identify with can be communicated on some Colby-Sawyer lists, such as class rosters. For more information, please contact the LGBTQ Liaison, Professor Kathleen Farrell at kfarrell@colby-sawyer.edu.

If these options are not sufficient for your needs, please specify the pronoun you would like to use in our systems and we will do our best to accommodate you.

The options you have are:

he/him/his

she/her/hers

they/them/their

they/she

she/they

he/they

they/he

- Check here if you would like an LGBTQ Liaison to reach out to you to assist you in the multiple steps on campus to ensure your name and gender marker are consistent with your identity.

Preferred Gender Pronoun: _____

My gender identity is: _____

By signing this change of name form, I am stating for the record that I am not changing my name to misrepresent myself in any way. I also am aware of the fact that changing my legal name to my self-identified name and/or changing my gender pronoun could cause issues with outside parties inquiring about my attendance at CSC. *I am aware that changing my name at CSC due to gender transition may out me to family members and others because the self-identified name will appear on mailings and emails.* This self-identified name will remain in the system until I notify the college in writing.

I am also consenting to allow you to share the change of name with offices, faculty members, and operations managers on campus so that all relevant parties will have updated information for their records. This consent does not indicate the reason for the name change.

Signature _____

Date _____

Students, please bring this completed form and any necessary documentation to the **Registrar's Office** in Colgate Hall. You may email the form to registrar@colby-sawyer.edu **only** if you are updating your self-identified name since you do not need to provide documentation. The changing of your name can take up to 3 business days to process. Employees, please bring this completed form and any necessary documentation to the **Human Resource** office in Colgate Hall.

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